



UNITED STATES MARINE CORPS

MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO

1650

C40

JUN 14 2006

MARINE CORPS UNIVERSITY POLICY LETTER 08-06

From: President, Marine Corps University
To: Distribution List

Subj: MARINE CORPS UNIVERSITY DISTRIBUTION LIST

Encl: (1) Standard Distribution List

Ref: (a) MCO P5600.31G W/Ch 1-3

1. Purpose. To establish standard distribution list for directives promulgated within Marine Corps University.

2. Information.

a. Distribution. Directives promulgated by this organization are distributed by the Marine Corps University Staff Secretary Office utilizing the enclosure. The preferred method of distribution is via e-mail or internet. After receiving a directive, policy, etc., addressees are responsible for distributing/routing the directive to their sections and schools within the University and appropriately maintaining.

b. Accountability. Addressees listed in the enclosure are responsible for accountability of these directives.

3. Distribution List. Standard Distribution list used by Marine Corps University is as follows:

<u>LIST</u>	<u>ADDRESSEES</u>
A	School and Division Directors
B	Vice Presidents
C	Senior Service Representatives
D	Administrative Chiefs
E	Officers (Permanent Personnel)

Subj: MARINE CORPS UNIVERSITY DISTRIBUTION LIST

<u>LIST</u>	<u>ADDRESSEES</u>
F	Staff Noncommissioned Officers (Permanent Personnel)
G	All Students within Marine Corps University
H	All Civilians
I	Internet
J	All organizations listed above

3. Directives Control Officer. The Director of Administrative Services, Marine Corps University is designated as the Directive Control Officer.

4. Directive Control Point (DCP). All policy letters should be originated by respective organization, appropriately staffed, and routed to the Vice President of Student Affairs and Business Operations for appropriate formatting and processing for signature. The Staff Secretary Office will register, assign policy number, and distribute to appropriate organizations after signature.

5. Changes to Distribution List. Recommended changes to the University distribution should be forwarded to the Director of Administrative Services.

6. Reserve Applicability. This policy is applicable to members and units assigned to MCU.



DONALD R. GARDNER

DISTRIBUTION: J

STANDARD DISTRIBUTION LISTS

LIST A (School and Division Directors)

ACTIVITY

1. Director
Marine Corps War College (MCWAR)
2076 South St.
Quantico, VA 22134
2. Director
Command and Staff College (CSC)
2076 South St.
Quantico, VA 22134
3. Director
Expeditionary Warfare School (EWS)
2076 South St.
Quantico, VA 22134
4. Director
Staff Noncommissioned Officers Academy (SNCOA)
2076 South St.
Quantico, VA 22134
5. Director
School of MAGTF Logistics (SOML)
2076 South St.
Quantico, VA 22134
6. Director
Enlisted Professional Military Education (EPME)
2076 South St.
Quantico, VA 22134
7. Director
National Museum of the Marine Corps (NMMC)
3250 Catlin Ave.
Quantico, VA 22134
8. Director
History Division (HD)
3079 Moreell Ave.
Quantico, VA 22134
9. Director
Professional Development
2076 South St.
Quantico, VA 2213

LIST A (School and Division Directors) contd

10. Director
Alfred M. Gray Research Center (GRC)
2040 Broadway St.
Quantico, VA 22134
11. Director
College of Continuing Education (CCE)
2076 South St.
Quantico, VA 22134

LIST B (Vice Presidents)

ACTIVITY

1. Vice President
Academic Affairs (VPAA)
2076 South St.
Quantico, VA 22134
2. Vice President
Student Affairs and Business Operations (VPSABO)
2076 South St.
Quantico, VA 22134
3. Vice President
Instructional Research and Support (VPIRS)
2076 South St.
Quantico, VA 22134

LIST C (Senior Service Representatives)

ACTIVITY

1. Senior Marine Corps Representative
US Army War College
122 Forbs Ave.
Carlisle, PA 17013-5246
2. Senior Marine Corps Representative
National Defense University
300 D St.
Washington, DC 20319-5066
3. Senior Marine Corps Representative
Air University
50 South LeMay Plaza
Montgomery, AL 36112

LIST C (Senior Service Representatives) Contd

4. Senior Marine Corps Representative
National War College
300 5th Ave.
Fort Lesley J. McNair
Washington, DC 20319-0578
5. Senior Marine Corps Representative
Industrial College of Armed Forces
408 4th Ave.
Washington, DC 20319
6. Senior Marine Corps Representative
Joint Forces Staff College
7800 Hampton Blvd.
Norfolk, VA 23511
7. Senior Marine Corps Representative
Defense Language School
1759 Lewis Rd. Ste. 142
Monterey, CA 93940
8. Senior Marine Corps Representative
U.S. Army Command and Staff College
801 Blountville Ave.
Ft Leavenworth, KS 66028
9. Senior Marine Corps Representative
U.S. Naval War College
686 Cushing Rd.
Newport, RI 02841

LIST D (Administrative Chiefs)

ACTIVITY

1. Administrative Chief
MCU Administrative Center
2076 South St.
Quantico, VA 22134
2. Administrative Chief
MCWAR
2076 South St.
Quantico, VA 22134
3. Administrative Chief
CSC
2076 South St.
Quantico, VA 22134

LIST D (Administrative Chiefs) Contd

4. Administrative Chief
EWS
2076 South St.
Quantico, VA 22134
5. Administrative Chief
SNCOA
2076 South St.
Quantico, VA 22134